



**CITY OF WESTMINSTER**  
PLANNING DIVISION  
8200 WESTMINSTER BLVD.  
WESTMINSTER, CA 92683  
714-548-3247  
[www.ci.westminster.ca.us](http://www.ci.westminster.ca.us)

**STAFF USE ONLY**

- ☐ LEVEL 1 – ADMINISTRATIVE  
☐ LEVEL 2 – PC REVIEW

BUSINESS LICENSE NUMBER

## HOME BUSINESS PERMIT APPLICATION

### BUSINESS INFORMATION

BUSINESS NAME	HOME ADDRESS	ZONING DISTRICT
HOME BUSINESS APPLICANT / BUSINESS OWNER	PROPERTY OWNER / MANAGER	PHONE NUMBER

### BUSINESS DESCRIPTION

1. WHAT IS THE PRODUCT AND/OR SERVICE YOU PROVIDE?

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2. EXPLAIN THE BUSINESS OPERATION IN DETAIL.

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3. WHAT TYPES OF MATERIALS, EQUIPMENT, VEHICLES AND/OR PRODUCTS WILL BE INVOLVED IN THE BUSINESS?

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4. WHERE AND HOW WILL THE MATERIALS, EQUIPMENT, VEHICLES AND/OR PRODUCTS BE STORED?

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5. HOW WILL THE BUSINESS BE ADVERTISED?

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6. LIST ANY PERSONS INVOLVED WITH THE BUSINESS OPERATION AND IDENTIFY THEIR PLACE OF RESIDENCE.

NAME (AND ASSOCIATION)	ADDRESS

### SIGNATURES

It is acknowledged by the undersigned that if it is determined by the City that the business does not comply with all applicable federal, state and city laws, the home business permit may be revoked by the City. It is also acknowledged that any false statements made above are grounds for denial or revocation of the business license. I declare, under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct.

I, as the owner or manager of the property, approve of the business described above.

X

BUSINESS OWNER SIGNATURE

DATE

X

PROPERTY OWNER SIGNATURE

DATE

X

PLANNER SIGNATURE

DATE

### REVOCATION/MODIFICATION

The Planning Commission and/or City Council may hold a public hearing to revoke or modify any home business permit on any one of the following grounds: that such approval was obtained by fraud; that the home business permit has been exercised contrary to the terms or conditions of such approval, or in violation of any statute, ordinance, law or regulation for which the approval was granted; that the home business permit for which the approval was granted has been so exercised as to be detrimental to the public health or safety, or so as to constitute a nuisance.

## OPERATIONAL STANDARDS [WMC Section 17.60.050(B)]

INITIAL EACH OF THE FOLLOWING OPERATIONAL STANDARDS TO INDICATE YOUR UNDERSTANDING AND COMPLIANCE WITH EACH.

- \_\_\_\_\_ 1. BUSINESS ACTIVITIES ARE LIMITED TO OFFICE USES THAT ARE INCIDENTAL AND SECONDARY TO THE USE OF THE DWELLING FOR RESIDENTIAL PURPOSES. IN ADDITION, THE BUSINESS USE MUST BE COMPATIBLE WITH THE RESIDENTIAL USES IN THE SURROUNDING NEIGHBORHOOD. NO COMMODITY SHALL BE SOLD OR DISPLAYED ON THE PREMISES. NO EMPLOYEES OTHER THAN PERSONS WHO PERMANENTLY RESIDE ON THE PREMISES SHALL BE PERMITTED TO WORK FROM THE DWELLING UNIT.
- \_\_\_\_\_ 2. NO ADVERTISING INTENDED TO ATTRACT CUSTOMERS TO THE DWELLING UNIT IS PERMITTED.
- \_\_\_\_\_ 3. ON-SITE MATERIALS, EQUIPMENT, AND PRODUCT RELATED SPECIFICALLY TO THE BUSINESS SHALL BE STORED WITHIN ONE ROOM OF THE DWELLING UNIT. IN NO CASE SHALL THE HOME BUSINESS(S) EITHER SINGULAR OR COMBINED, CUMULATIVELY OCCUPY MORE THAN FOUR HUNDRED SQUARE FEET OF THE DWELLING UNIT. FOR THE PURPOSE OF DETERMINING THE AREA OF THE DWELLING UNIT, GARAGES, CARPORTS AND DETACHED ACCESSORY STRUCTURES SHALL NOT BE CONSIDERED. THE STORAGE OF MATERIALS, EQUIPMENT, AND PRODUCT RELATED TO THE BUSINESS IS PERMITTED INSIDE THE GARAGE, PROVIDED THE STORAGE DOES NOT DIMINISH THE PARKING SPACES REQUIRED. STORAGE OF MATERIALS, EQUIPMENT, AND PRODUCT IS ALSO PERMITTED INSIDE ONE OPERATIONAL VEHICLE, WHICH SHALL BE STORED IN THE GARAGE. THE USE OF CARPORTS OR PARKING STALLS FOR THE STORAGE OF BUSINESS RELATED MATERIAL IS PROHIBITED.
- \_\_\_\_\_ 4. OUTSIDE STORAGE OF MATERIALS, EQUIPMENT, AND PRODUCT RELATED TO THE BUSINESS IS NOT PERMITTED AT THE DWELLING SITE.
- \_\_\_\_\_ 5. NO NEW STRUCTURES SHALL BE CONSTRUCTED FOR THE PURPOSE OF CONDUCTING THE HOME BUSINESS AND/OR FOR THE STORAGE OF BUSINESS MATERIALS, EQUIPMENT OR PRODUCT.
- \_\_\_\_\_ 6. NEITHER THE HOUSE NOR ANY ACCESSORY STRUCTURES SHALL BE PHYSICALLY ALTERED TO ACCOMMODATE THE BUSINESS ACTIVITY, EXCEPT TO ACCOMMODATE THE NEEDS OF DISABLED RESIDENTS.
- \_\_\_\_\_ 7. THERE SHALL BE NO EVIDENCE OF THE BUSINESS ACTIVITY FROM THE EXTERIOR OF THE RESIDENCE, INCLUDING NO PRODUCT DISPLAYS, NO SIGNS, AND NO ON-SITE SALES.
- \_\_\_\_\_ 8. USING ONE OR MORE COMMERCIAL VEHICLE AS A PART OF THE BUSINESS IS PROHIBITED. FOR THE PURPOSE OF THIS SECTION, COMMERCIAL VEHICLE SHALL MEAN ANY VEHICLE REQUIRED BY THE STATE OF CALIFORNIA TO HAVE COMMERCIAL VEHICLE LICENSE PLATES.
- \_\_\_\_\_ 9. ONLY MATERIALS, EQUIPMENT AND/OR TOOLS COMMONLY RECOGNIZED AS BEING NECESSARY OR CONVENIENT FOR DOMESTIC RESIDENTIAL PURPOSES SHALL BE USED AS PART OF THE HOME BUSINESS. USE OF COMPUTERS, PHOTOCOPIERS AND FACSIMILE MACHINES ARE SPECIFICALLY PERMITTED.
- \_\_\_\_\_ 10. ON-SITE ACTIVITIES OF THE BUSINESS SHALL NOT EMIT ODORS, FUMES, SMOKE, OR DUST THAT IS DETECTABLE OUTSIDE THE DWELLING UNIT.
- \_\_\_\_\_ 11. THE BUSINESS SHALL NOT INVOLVE THE ON-SITE STORAGE OR USE OF FLAMMABLE SUBSTANCE OR MATERIALS, AND/OR ANY HAZARDOUS OR TOXIC SUBSTANCE, MATERIAL OR WASTE WHICH IS OR SHALL BECOME REGULATED BY ANY GOVERNMENTAL ENTITY.
- \_\_\_\_\_ 12. NO PROCESS SHALL BE USED WHICH IS HAZARDOUS TO PUBLIC HEALTH, SAFETY OR WELFARE, OR HARMFUL TO THE NATURAL ENVIRONMENT, INCLUDING DISPOSAL OF GREY WATER OR OTHER WASTE INTO CITY STORM DRAINS, OR OTHER ILLEGAL POLLUTION.
- \_\_\_\_\_ 13. THE BUSINESS ACTIVITY SHALL NOT PRODUCE NOISE THAT EXCEEDS THE LEVELS SPECIFIED IN THE CITY'S NOISE ORDINANCE.
- \_\_\_\_\_ 14. NO MECHANIZED EQUIPMENT SHALL BE USED, UNLESS SUCH EQUIPMENT OR MATERIALS ARE COMMONLY RECOGNIZED AS BEING NECESSARY OR CONVENIENT FOR DOMESTIC RESIDENTIAL PURPOSES OR HOBBIES AND THEIR USE IS NOT OTHERWISE RESTRICTED BY LAW.
- \_\_\_\_\_ 15. THE APPLICANT FOR A HOME BUSINESS PERMIT MUST OBTAIN THE WRITTEN PERMISSION OF THE MANAGER AND/OR OWNER OF THE RESIDENTIAL DWELLING UNIT WHERE THE BUSINESS IS GOING TO BE LOCATED BEFORE ANY PERMIT WILL BE GRANTED FOR THAT LOCATION.
- \_\_\_\_\_ 16. THE DELIVERY AND PICK-UP OF MATERIALS IN CONJUNCTION WITH THE HOME BUSINESS SHALL BE LIMITED TO COURIER SERVICES WHICH ARE GENERALLY RECOGNIZED AS PROVIDING SERVICE TO RESIDENTIAL AREAS.

IN ADDITION TO THE STANDARDS LISTED ABOVE, THE BUSINESS MUST OPERATE IN COMPLIANCE WITH THE FOLLOWING BUSINESS SPECIFIC STANDARDS.

- \_\_\_\_\_ 17.
- \_\_\_\_\_ 18.
- \_\_\_\_\_ 19.